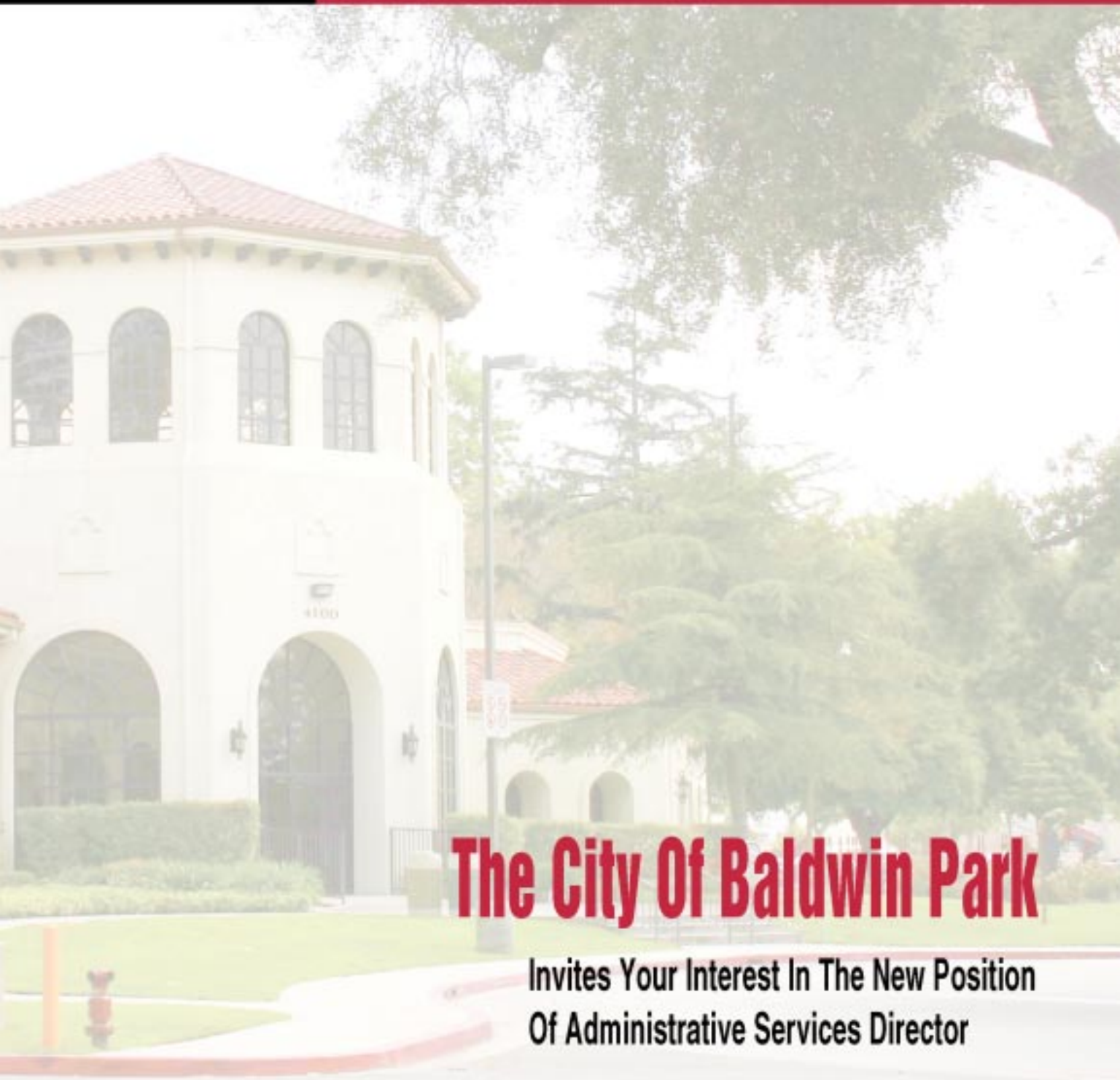




ADMINISTRATIVE SERVICES DIRECTOR



The City Of Baldwin Park

**Invites Your Interest In The New Position
Of Administrative Services Director**



THE COMMUNITY

Rich in California history and located in the central San Gabriel Valley region of Los Angeles County just 17 miles east of downtown Los Angeles, the City of Baldwin Park was originally part of the cattle grazing land belonging to the San Gabriel Mission. Now home to 78,000+ residents, Baldwin Park is strategically situated at the crossroads of two major freeways with easy access to airports, railroads, ports and public transportation. The City has one of the lowest crime rates per capita in the general Los Angeles region.

Baldwin Park's economic vitality is linked closely with its diversified business base and sought after consumer population. The buying power of the San Gabriel Valley equates to \$9 billion in retail sales annually. Target, Home Depot, Kaiser Permanente, In-N-Out Burgers, Wal-Mart, UPS and Waste Management Corporation are just a handful of the major corporations that have an established presence in the community.

Baldwin Park's diverse population enjoys housing choices that are extensive, comfortable and affordable. The City offers an array of housing options including suburban homes on quiet tree-lined streets, new and near-new condominiums and rental properties in a range of styles and sizes. The San Gabriel Mountains provide popular year-round hiking, fishing and camping opportunities for outdoor enthusiasts. Residents also enjoy neighborhood and community parks, along with the City's premier full-service Community Center that offers an aquatics center, physical fitness center, boxing and martial arts facility, as well as childcare.

The City's K-12 public education needs are met by the Baldwin Park Unified School District which currently operates 13 elementary schools, four junior high schools and three high schools. In addition, the City's award winning Adult School was recognized by the U.S. Department of Education as having an "Outstanding Adult Education and Literacy Program". Numerous higher education institutions, such as the University of Southern California and CSU Los Angeles, are all just a short distance away.

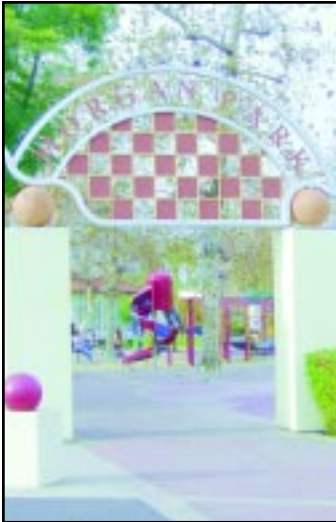
CITY GOVERNMENT

Baldwin Park is a full-service municipality offering the full-range of city services excluding fire services which are provided by the Los Angeles County Fire Department. The City is supported by a general fund budget of \$22 million and 220 full and approximately 277 part-time employees.

Incorporated in 1956, Baldwin Park is a General Law City governed by a five member City Council. The Mayor is elected at-large every two years and Council Members are elected at-large to four-year, staggered terms. The Mayor Pro tem is selected by his/her peers on an annual, rotating basis. Manuel Lozano is currently serving his fourth term as Mayor. The City Clerk and City Treasurer are also elected positions. In addition to serving as the City Council, members also serve as the City's Community Development Committee, Housing Authority and Public Financing Authority. The City Council appoints the Chief Executive Officer.

CEO, Vijay Singhal, was unanimously appointed CEO by the City Council last summer. Mr. Singhal was recruited to bring about significant change and improvement with respect to city operations and service delivery. To that end, he is assembling a dynamic team of professionals to carry out this exciting agenda. Mr. Singhal can best be described as an empowering results focused leader who is extraordinarily supportive of innovation, new ideas and continuous professional growth. The new Director of Administrative Services can look forward to joining an evolving executive team that promises to be collegial, ambitious and action-oriented.

ADMINISTRATIVE SERVICES DEPARTMENT



The Administrative Services Department is responsible for all aspects of the City's Human Resources functions. Because this is a new Department, the CEO is flexible about its composition and will mold it in concert with the new Director's skills, talents and interests. Additional responsibilities could include, but are not limited to, information technology, contract management and legislative/public affairs, or other specialty areas as appropriate. For many years, the City has not had the benefit of a senior-level human resources professional and the CEO is anxious to rebuild this critical function and will expect the Director to make this his/her highest priority. The Department also provides staff support to the City's Personnel Commission.

Reporting directly to the CEO, the Administrative Services Director will have the rare opportunity of "building" his/her own Department. While the Department currently exists with the support of nine staff, the new Director will have the chance to assess the structure, resources, systems and services and make the necessary changes to realize short and long-term improvements. He/she will be expected to quickly evaluate the strengths and weaknesses of the Department, as well as reach out to customers to gather constructive feedback in order to develop an appropriate plan for comprehensive action.

At the conclusion of his/her tenure, the human resource professional selected for the position will have an impressive portfolio of accomplishments to promote relating to building a new department, modernizing all HR functions and professionalizing an entire operation. If being part of a critical transformation interests you, this might be the perfect opportunity!

IDEAL CANDIDATE PROFILE

Background, Education & Experience

Ideal candidates will be well versed in all areas of public sector human resources law, regulations, standards, principles and practices, and will be highly motivated to add depth to their knowledge and experience in areas where they are considered weak. Areas of significant importance include recruitment and selection, job and position analysis, classification, compensation, benefits, performance management and evaluations, contemporary systems and processes, as well as training and development. The City retains the services of Liebert Cassidy Whitmore to assist with labor relations.

The ideal candidate need not have been a Director before, but must demonstrate the capacity and capability necessary to build and establish a customer focused department as a strategic business partner. However, demonstrated success with initiating and managing change is highly desirable.

A Bachelor's degree with a concentration in human resources, labor relations, business or public administration, or a related field is required and a Master's degree is preferable. SPHA and/or IPMA-CP certification will be welcomed. The selected candidate will have at least six years of increasingly responsible experience in public sector human resources which shall include a minimum of two years of supervisory or management experience.

Leadership Attributes

In addition to the previously mentioned qualifications, the ideal candidate will reveal the following professional characteristics:

- Superior manager of people and projects
- High energy and passionate about quality services and products
- Effective problem solver
- Embraces change with enthusiasm
- Displays high customer sensitivity
- Promotes high performance standards
- Creative and resourceful
- Exceptional interpersonal skills
- Technologically savvy
- Outstanding communicator
- Exhibits strong team orientation



COMPENSATION & BENEFITS

Salary will be competitive with generous room to grow based on performance. The City also offers a comprehensive executive benefits plan that includes:

- **Retirement:** CalPERS 2.7% at 55; employee pays 5.598% (rate decrease 7/1/06)
- **Car Allowance:** \$300 per month or City vehicle provided
- **Health Insurance:** Allowance of \$1,200 per month to purchase Medical/Dental coverage; City contributes \$32.12 monthly towards Vision insurance plan premium
- **Life Insurance:** \$60,000 term Life & AD&D fully paid by City
- **Work Schedule:** City is on a 4/10 work schedule
- **Deferred Compensation:** Choice of plans, which allows employees to defer up to \$15,000 per year (employee contribution)
- **Leave:** City has a generous leave policy including vacation plus 72 hours of administrative leave, 110 holiday hours, and 96 hours of sick leave time granted annually
- **Miscellaneous:** The City also offers a Computer Purchase Program, Retiree Health-Single Premium, \$75.00/month for use of personal cell phone for City business



APPLICATION PROCESS & RECRUITMENT SCHEDULE

The closing date for this recruitment is **Monday, April 24, 2006**. To be considered for this opportunity, please submit a cover letter, resume that reflects scope of responsibility and significant accomplishments, salary history, and six professional references. For additional information regarding this opportunity, contact:

Teri Black Brann

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Following the closing date, candidates with the most relevant qualifications and experience will be granted interviews by the consultants by early May. Those individuals judged to be best suited for the position will be invited to interview with the City. The City Council will participate in final interviews of the very top candidates. An appointment is anticipated by June upon the completion of thorough reference and background checks.

